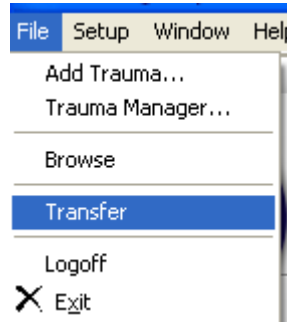
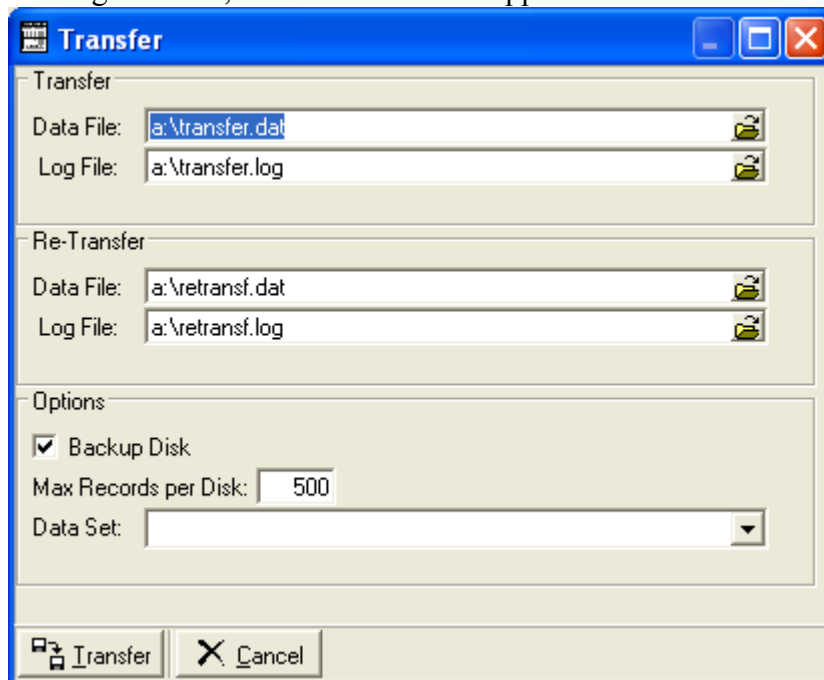


Montana Collector Facility – Transfer Process

1. From the File menu, select Transfer.



2. After selecting Transfer, the Transfer screen appears.

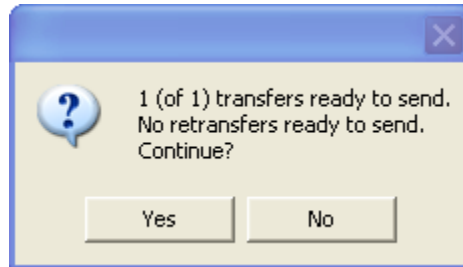


- In the Transfer box, the user selects the default file directory of the transfer file and the transfer log file.
- In the Re-Transfer box, the user selects the default file directory of the transfer file and the transfer log file.

Montana Collector

Facility – Transfer Process

3. After selecting the Transfer button, the user receives a pop-up indicating the number of transfers and retransfers. Select “Yes” to continue with the transfer process.



4. When the user selects “Yes”, the transfer file(s) will generate and the user receives a pop-up confirmation.



5. The transfer files are saved to the directory specified in Step 2. Users should follow the standard process for submitting the files to the state (email, etc). Always keep a backup copy of the transfer records.